

ADMINISTRATIVE - INTERNAL USE ONLY

22 JAN 1968

MEMORANDUM FOR: Director of Logistics

SUBJECT : Executive Furnishings for the
Office of Personnel

*Bldg 4M3-1
(Furniture) 9968*


1. This memorandum transmits a requisition for Executive furnishings for the Office of Personnel.
2. The establishment of two small Retirement Reading Rooms, one in Headquarters and the other in the Rosslyn area, necessitate the acquisition of some unique furnishings. For the time being, at least, the Headquarters material and working area requirements are being met by the CIA Library, CRS. Space has been allocated by the Office of Personnel to house the Rosslyn area Reading Room materials in a sub-office of 205 Magazine Building. This room, however, is completely unfurnished and the required equipment and furnishings will need to be obtained under a special requisition.
3. This entire matter was discussed by the undersigned and [] SPA-DDS, in order to determine level and nature of the requirement, and the type and amount of furnishings called for in properly equipping the Room. It was agreed that outsiders will be accommodated in these facilities, and wives and husbands will have access to these Rooms with their spouses in pursuit of retirement related information, and many Agency retirees who will use this material are senior officials. Also, representatives of Government and industry may use this facility from time to time. These factors plus the need to establish a proper Reading Room atmosphere point to the need for executive type furnishings.
4. It was understood that the undersigned would provide a minimum list of essential equipment to set up the Rosslyn area Retirement Reading Room. With this in hand, [] agreed to assist in any way possible and to solicit the support of Logistics Services Division in developing the necessary cost factors. On giving the figures provided by LSD to the undersigned, [] stated that he had had the opportunity to discuss the subject of the Reading Rooms with DDS. The DDS approved the use of Executive furnishings

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for this purpose and had further concurred in the outlay of approximately \$1200 for the Room to be set up in the Magazine Building. It was understood that there would be a recheck at the time of ordering to lower this figure if at all possible. A small reduction of the requisition resulted from this final review.


Emmett D. Echols
Director of Personnel

Attachment

CONCUR:

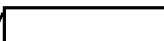
STAT 

Special Planning Assistant
to the
Deputy Director for Support

Date

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STAT OP/RCP/  :clj (22 January 1968)

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